

10/5-20-1975

Project

1. Purpose:

- a. To study the procedures, Agency-wide, concerned with accounting for personnel and positions, all incidental documentation, authorities, responsibilities, forms, files, reports, machine utilization and other implications.
- b. To devise a standardized system which will be adequate, provide for maximum utilization of mechanized methods, comply with Agency records management and retirement programs, and eliminate unnecessary duplication and processing.

2. Scope. This project should be confined to those procedures and systems, Agency-wide, concerned with personnel and position processing, recording and control, and with the preparation of reports thereon. Other procedures within the Office of Personnel and elsewhere should not be considered in this exercise except where they may have a tie-in with the system under study. The project should include all Machine Records Division utilization for personnel matters of any nature.

3. Assumptions:

- a. That most of the complaints concerning the personnel processing system have some basis in fact.
- b. That the system in effect as of this date is the result of the addition of one requirement upon another as the Agency has grown, rather than one planned specifically for today's situation.

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- c. That, given the cooperation of the interested and knowledgeable officials and technicians concerned, the system can be correlated, simplified, streamlined, and mechanized to provide equal or better support with less effort.

4. General:

- a. It is likely that few persons in the Agency are now completely knowledgeable of the exact procedural steps taken in connection with personnel and position processing, recording and control in each of the elements and sub-elements of the operating components and in the central Office of Personnel. Hence, the first requirement of this Project is an Agency-wide, step-by-step procedural survey and documentation of the present system. With this information accurately collected, the development of a coordinated system could be undertaken and recommendations for simplification could be justified.
- b. The proposed system should provide for the maximum utilization of machine processes, and should conform to the approved records and forms control programs. Therefore, the Project must have the active cooperation of the Agency technicians in these fields.
- c. The project can be divided into five logical phases, as follows:
  - (1) Identification and documentation of the procedural steps, forms, recordings, responsibilities and authorities, time lags, concurrences, etc., involved in the present Agency system of accounting for personnel and positions.
  - (2) Analysis of the documentation, information and experience produced by Phase I in order to identify the deficiencies of the present system and to make sound recommendations for simplification and streamlining where possible.

- (3) Collaboration with the appropriate Agency specialized technicians concerning business machines application, forms design and standardization, records management and retirement, required records correlation with other governmental systems, and other pertinent considerations, with readjustments in the proposed system.
- (4) Coordination of the proposed system and approval by higher authority.
- (5) Assistance, if required, during the installation period.

5. Staffing:

- a. The Committee: Because of the scope and implications of the Project, a joint committee, composed of representatives of the Management Staff and the Office of Personnel, should sponsor the survey, furnish guidance to the technicians conducting the survey, resolve problems that may arise as a result thereof, assist in analyses and solutions, and sponsor recommendations resulting from the survey.
- b. The Working Team:
  - (1) This Project, particularly phases 1 and 2, will require a tremendous amount of analyst's labor in searching/<sup>out</sup>and documenting the step-by-step procedures in the present system, evaluating the actual needs of each element, and relating these requirements to a correlated system. This team should be made up of persons trained in procedural work and available full time. The size of the team will possibly be controlled by the availability of qualified persons but should not be less than four or five analysts.

- (2) When the survey analysts are operating in the DD/I and DD/P areas, the Management Staff Area Chiefs for those areas should provide an analyst from their staffs to assist in the evaluation of special requirements, justifications and procedures.
- (3) Further, it appears appropriate to have the Management Staff Area Chiefs associate themselves with the Committee during phase 3 in order that they may be assured that the resulting system will amply serve their areas.

6. Target Dates

Starting Dates: The organization of the Committee and Team to be set up at once. Survey work to begin by Oct. 17th.

Completion Dates: No estimate is made at this time.

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